

DRAFT Report
Fy 1963

1. FORMS MANAGEMENT

Developed 287 (282 Agency) new forms, improved 218 existing forms and made 96 (87 Agency) forms obsolete. This was the second highest number of new and revised Agency forms processed by the Forms Staff since inception of the CIA Forms Program.

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2. RECORDS DISPOSITION

Developed a new schedule for a headquarters office involving 38 cu. ft. of records. Assisted 8 component Records Officers in revising Records Control Schedules covering 13,776 cu. ft. of records.

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3. RECORDS CENTER

Total accessions amounted to 14,827 cu. ft. This is equivalent to the volume of more than 1,853 safes having a replacement value of over one million dollars. *Show about Disposition & Safes etc.*

4. VITAL RECORDS

Conducted a special survey and reported to the Deputy Directors on the status of their Vital Records Programs during the October 1962 Crisis.

Presented 8 Workshops on Vital Records to representatives of other Government Agencies, representatives of private industry and foreign governments at the Government-wide Records Management Seminar, sponsored by the National Archives and Records Service, GSA.

Made a trip to the GSA Vital Depository

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Determined that CIA could use the facility for some of its Vital Records.

Approved new Vital Records Schedules for 3 offices. Approved revised schedules for 16 offices.

5. SURVEY OF THE SIGNAL CENTER ARCHIVES, OFFICE OF COMMUNICATIONS

Conducted a comprehensive survey of the organization, functions and procedures of the Signal Center Archives, Office of Communications. Included among the accomplishments and adopted recommendations which will result in savings of over \$150,000 were: (a) Transfer of the Signal Center Archives from the Office of Communications to the Office of the Director, (b) Service cable reference requests from hard copy instead of microfilm, (c) Removed unnecessary restrictions on cables for CE/RI/DDP analysts, (d) Got exception from bearing up over $\frac{1}{2}$ million classified cables each year, (e) Saved from 720 to 1500 man hours each year by having cable requests serviced by Agency mail.

6. SURVEY OF MEDICAL STAFF PAPERWORK

Among the adopted recommendations were: (a) A proposal for procurement of 10 motorized file units to lessen a critical space problem. Gained 26% in filing space with this action, (b) Improvement of two forms with a marked increase in efficiency of related operations, (c) Relocation of an appointment clerk to improve flow of work, (d) Transfer of X-Ray files out of central files into area of the Technicians who use them.

7. SURVEY OF ORGANIZATION FUNCTIONS AND PROCEDURES OF THE WH REGISTRY/DDP

Completed survey proposing seven changes affecting work distribution, personnel assignments and procedures. Typical of improvements were: (a) Discontinued logging of 41,000 cables each year, (b) Cables are being distributed through the TUBE, precluding need for pickups and deliveries. Tangible savings from proposals amount to over \$10,000 in overtime and equipment each year.

8. SURVEY OF THE RECORDS SYSTEMS AND MAIL AND FILE OPERATIONS OF THE EXECUTIVE REGISTRY, OFFICE OF DIRECTOR

Six recommendations were made relating to procedures, filing systems, manpower requirements, personnel turnover and records disposition. Included was a recommendation to hire for the Executive Registry, older people with experience who have achieved and accepted their level of competence. This proposal made to curtail rapid turnover of personnel in the Registry. Also recommended that a standard operating policy be established in the Registry.

9. SURVEY OF FILES IN BUILDING SECURITY BRANCH

Conducted a review of the existing file systems. Screened all correspondence for 1962; eliminated all extra copies in files; classified all correspondence in accordance with the Agency Subject-Numeric system and generally left the files in up-to-date efficient order. In addition, trained the office personnel in keeping more efficient files.

10. STUDY OF THE OPERATING PROCEDURES OF THE DDR REGISTRY

Proposed procedural changes to eliminate duplicate mail controls; to expedite delivery of important sensitive documents to action desks; substitution of one control form for another which alone saved \$1.000 each year in typing time. In addition, prepared a records control schedule and established a Subject-Numeric filing system for the Operations Staff of DDR.

11. SURVEY OF THE CASE PROCESSING FILES OF OFFICE OF SECURITY

Completed a survey of the Security Case processing forms. Over 270 forms were analyzed. Of 22 specific proposals 16 were adopted and 4 are under study. Among the adopted recommendations were: Make two (2) GS-3 Clerks available for other duties by improving

forms and procedures; discontinue practice of OS Reproduction Branch printing forms. This change allows reproduction to do the work it was set up to do; by combining two forms into one, precluded need to handle and file 45,000 sheets of paper; arrange for manufacturer to replace over \$400 worth of forms of which OS was not aware of its recourse to reparation; save \$4,000 by having forms printed on lesser weight paper. Total tangible savings \$16,500.

12. TRAINING

Many members of the Records Administration Staff completed special training at American University and the General Services Administration.

13. PUBLICATION

Two Handbooks, Records Disposition and Forms Management were submitted for coordination to the Regulations Control Staff. A handbook on Correspondence is being prepared.

14. SECURE AREAS

Inspected ten requests for secure areas. Four of the 10 inspections resulted in savings of \$30,625 by conversion to non-safe type filing equipment. Three of the 10 inspections also saved 187 sq/ft. of floor space.

15. SPECIAL FILING EQUIPMENT

Arranged for the identification of surplus filing equipment and took Agency Records Officers to see this equipment. Incomplete figures show at least \$22,000 worth of surplus equipment put back to use in the Agency.

Arranged thru GSA to get \$30,000 worth of motorized files free
Approved For Release 2005/07/25 : CIA-RDP70-00211R000500070005-3

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4	One Pg 1963		
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